



SUSTAININDY COMMUNITY GRANT PROGRAM

The Indianapolis Office of Sustainability was created to make Indianapolis a leader in sustainability through growing a viable, livable and equitable community. The Office of Sustainability works to further economic development, environmental integrity and social and cultural vibrancy to create a legacy of sustainability in Indianapolis for future generations.

The SustainIndy Community grant program is intended to foster sustainability at the grassroots level. Indianapolis has people with ideas that are ready to get to work on building a more sustainable Indy, but they may not have all the tools they need to get started or may not have the capacity to pursue state or federal funding. This community grant program is designed to help these types of organizations and initiatives in Indianapolis.

Proposals should address the following areas that are important for creating a more sustainable Indianapolis.

- 1) Sustainability Principles: Proposals should discuss how the three sustainability principles (social, environmental, and economic) are woven into the fabric of the project or program.
- 2) Public - Private Partnerships: Proposals should identify necessary partnerships to successfully conduct the project or program. Please explain the nature of the partnership(s) i.e. financial, in-kind, and supportive. Partnerships should be mutually reinforcing and beneficial for all parties.
- 3) STAR Community Rating System: Indianapolis participates in the STAR Community Rating System (STAR), the nation's first framework and certification program for local sustainability. The Rating System encompasses economic, environmental, and social performance measures for both local governments and the broader community. Click [here](#) for more information about STAR's goal areas and objectives.

Program Details

Amount of Funding

Grants will be awarded up to a maximum of \$10,000 per project.

Period of Application

Proposals must be submitted by July 30, 2014 to be considered during the initial round of funding. The initial funding recipients will be notified by September 1, 2014. Thereafter grants can be submitted at any time during the calendar year and will be reviewed quarterly.

Period of Performance

Grantees will have a period of 1 year from receipt of signed grant agreement to complete their project and spend all grant funds.



Indianapolis Gregory A. Ballard, Mayor

SUSTAININDY

Department of Public Works

Grant Requirements

Eligible Applicants

Any group of individuals located within Indianapolis/Marion County is eligible to apply. A group can refer to a non-profit, business, club, organization, neighborhood association, or group of individuals, provided one individual is willing to be the primary contact that is responsible for fiscal interactions and measurement of impact.

Prior applications: Applicants who have received funding are not eligible for additional funding for one calendar year from the date of their award. For example, groups who receive funding during the initial round (September 1, 2014.) will not be eligible to apply until 3rd quarter 2015 funding period.

Eligible Projects

All projects must meet these minimum requirements:

- All activities of the project must occur in Indianapolis/Marion County.
- Project must be located in Indianapolis/Marion County (Projects within the unincorporated municipalities are eligible);
- Project must address at least one or more of the goal areas of the STAR community rating system;
- Project must have a community partner;
- Grant request must not exceed a maximum of \$10,000; and
- All applicants must be in compliance with state and federal rules and regulations.
- Preference may be given for projects that target a traditionally unengaged population.

Leveraged Funds

A twenty five percent leverage is required for this program; Applicant, partner, or in-kind contributions are eligible to be counted as leveraged funds.

Applicant must provide documentation in the attachments section of the application. For instance, use of in-house staff could be considered an in-kind contribution, but the applicant must demonstrate that the staff member has the capacity to perform the services (i.e. maintains appropriate certifications) and document the value of the in-kind contribution (i.e. number of hours, hourly rate, etc.).

If the leveraged funds are being committed as financial or in-kind contribution by a partner, documentation is required in the form of a signed commitment letter from the organization or individual.

Grant recipients who leverage more funds will receive additional points in the scoring process based upon the overall percentage of funds leveraged.



Indianapolis *Gregory A. Ballard, Mayor*

SUSTAININDY

Department of Public Works

Application Submission

Cover Sheet: (2 pages)

- A. Name of applicant(s)
- B. Primary contact person and contact information
- C. Proposed grant recipient
- D. Amount requested from SustainIndy Fund
- E. Total project budget
- F. Project title
- G. Purpose of project (25 words or less):
- H. Brief description of project goals, strategy, and key activities (250 words or less):

Proposal Narrative (no longer than 5 pages).

- A. Organization Overview & Commitment to Sustainability
- B. Project Goals/Purpose
- C. Project Description
 - a. Background
 - b. Rational for project
- D. Work Plan
 - a. Describes project activities and/or deliverables
 - b. Milestones
 - c. Timeline
- E. Outcomes and Impacts
 - a. What are your measurable outcomes
 - b. Whom and/or what will your project impact
 - c. Describe how you will measure the success of the project
- F. Partnerships
 - a. Describe the nature and type of partnerships in the project
 - b. Key staff
- G. Detailed Project Budget

Please read the Frequently Asked Questions posted at indy.gov/sustainindygrants. If you still have questions about criteria, contact Melody Park at melody.park@indy.gov or (317) 327-4000.

Please submit your proposal electronically to SustainIndy@indy.gov by **July 30, 2014**. The proposal cover sheet and narrative needs to be submitted as a Word document. Other supporting documentation maybe attached to your email proposal.



Scoring & Award Process

Evaluation Criteria

The following criteria, among others, will be considered during the grant review and scoring process:

- Organization overview
- Alignment to sustainability principles (environmental, social and economic)
- Partnership structure and collaboration
- Project description
- Distribution of project benefits to project partners and community
- Cost share and/or leveraged funds
- Thoroughness & quality of application
- Duration and scale of potential impacts

Awards & Reimbursement

The Office of Sustainability anticipates awarding between 6-10 grants through this program, on a quarterly basis. Applicants will be notified of their status approximately 4 weeks following the close of the grant application period.

Please be aware that partial funding can be awarded, and applicants awarded partial funding may not appeal the decision made by the Office of Sustainability. If this is the case, applicants will be responsible for providing the additional funding for the project if they wish to move forward.

If awarded, the applicant must inform the Office of Sustainability of its acceptance or refusal of funds within three (3) days from original notification of award. Failure to notify the Office of Sustainability of the acceptance or refusal of funds will result in the applicant being ineligible for further application of grant funding.

Additional details will be provided on this process if the applicant is awarded funds.



Grantee Responsibilities

Reporting Requirements

Grant recipients will be required to submit one report each quarter and a final report due thirty days after the grant's expiration. Quarterly reporting will commence within three months of award. Reporting will be done electronically. The report will detail activities/results such as timelines, budget information including grant monies received, the items listed below, and a narrative on the project's progress. A final progress report will also be due; this report will summarize the entire project.

Reporting requirements include:

- Project Status
- Funds leveraged
- Work completed that quarter
- Proposed work for the following quarter

Failure to comply with the reporting requirements due to report tardiness or failure to provide sufficient information may result in repayment of the grant funds as well as affect the viability of any future applications from the grantee.

Maintain Communication

The grant recipient shall maintain communication with the Office of Sustainability for the duration of the grant agreement. The grant recipient is obligated to report any changes in the project scope, budget, installation date etc. with the Office of Sustainability as soon as they become aware of the changes. Failure of the grant recipient to report any changes in the activities, scope, or budget of their project once awarded constitutes a breach of contract on the part of the grant recipient and will jeopardize the receipt of grant funds.

The grant recipient shall acknowledge the financial support of the Office of Sustainability by displaying the logo of the Indianapolis Office of Sustainability on any webpage, media, or printed materials that mention the project.

Site Visits

The grant recipient shall allow the Office of Sustainability to conduct project site visits when given (5) business days' notice.

Modifications

Awardees must report to the Office of Sustainability immediately if there is a change to the previously proposed activities, scope, or budget changes. The communication must occur prior to the modification and provide a rationale for proposed changes.